

APPLICATION FOR FUNDING FISCAL YEAR 2011

Carl D. Perkins Career and Technical Education Improvement Act of 2006

Corrections Funds July 1, 2010 – June 30, 2011

Nevada Department of Education
Office of Career, Technical, and Adult Education
755 N. Roop Street, Suite 201
Carson City, NV 89701
(775) 687-7300

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Any agency submitting an application for the Corrections funds must fully meet the requirements set forth in the Basic Grant application guidelines. The requirements include all provisions listed in Part III. Application Requirements.

I. Overview

A. Purpose of Funding

Each youth corrections agency that is eligible to receive funds under Title I, Part B of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 may submit only one application. The application must follow the format described in these guidelines and shall be written to cover a one-state fiscal year time period as described in the Nevada State Plan.

The application must be received in the Department of Education on or before May 28, 2010 to be considered for funding.

As stated in the Act, the purpose of this funding:

“.... is to develop more fully the academic and career and technical skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs, by—

- building on the efforts of states and localities to develop challenging academic and technical standards and to assist students in meeting the standards, including preparation for high-skill, high-wage or high-demand occupations in current or emerging professions;
- promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;
- increasing state and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education, including tech prep education;
- conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs, services, and activities;
- providing technical assistance that—
 - promotes leadership, initial preparation, and professional development at the state and local levels; and
 - improves the quality of career and technical education teachers, faculty, administrators, and counselors;
- supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries; and

- providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

Career and technical education programs, as recognized by the State Board of Education/State Board for Career and Technical Education, are those programs that include a **sequence of courses** that provide individuals with the academic and technical knowledge and skills to prepare for further education and for careers in current or emerging employment sectors that do may or may not require a baccalaureate, master's or doctoral degree. Such programs must include competency-based and applied learning that contributes to the student's development of academic knowledge and technical and occupational-specific skills.

The definition of career and technical education student is a student who is enrolled in an exploratory, introductory, or occupational-specific course within an approved CTE program area.

B. Eligible Recipients

Eligible recipients are state or county youth correctional facilities charged with the responsibility for court-adjudicated youth, ages 14 through 17, and only those facilities which serve youth on long-term placements (i.e., four months or longer) and offer occupational education programs.

C. Amount of Funding Available

The amount of funding available is **\$86,090**. The funds will be available to two eligible institutions each year, each to be funded at fifty percent (50%) of the available amount or upon a different percentage based on need. The award of these funds to successful applicants is contingent upon receipt of the full allocated amount as authorized by the Carl D. Perkins Act for the State of Nevada for FY11.

D. Accountability/Program Improvement

Any correctional agency receiving funding under this plan must evaluate the programs, services and activities funded under this plan and provide such information as is needed to clearly indicate progress in improving career and technical education programs for adjudicated youth. The agency must establish and describe in their applications the methods that will be utilized to report outcomes and to evaluate progress of adjudicated youth in the funded career and technical education programs.

II. Submitting the Application

A. Application Package

1. Each agency must submit **one** application with a complete set of original signatures and two copies of the application. All applications for secondary education must be signed by the school district superintendent or designee; applications for postsecondary education must be signed by the college president or designee. Faxed applications will not be accepted. **Note: Please send two original signed applications if the agency requires an original signed copy for their records.**
2. **The application must be submitted in the format and order as shown in the application requirements starting with Local Administration in Part III.** The cover page must be shown as the first page of the application.
3. Failure to follow the format and directions provided may result in the application not being accepted or in delay of review and approval.
4. Items requiring original, authorized signatures are listed below and may be found in Appendix A:
Cover page
Assurances
Certifications
Budget Forms
5. All required sections are **bolded**.
6. The application must be **single-sided, paginated, and stapled or clipped** in the upper left-hand corner. Pages must be **standard 8 1/2" x 11" paper**.

B. Mailing Address

Mail the original and copies to: Michael J. Raponi, Acting Director
Office of Career, Technical and Adult Education
Nevada Department of Education
755 N. Roop Street, Suite 201
Carson City, NV 89701-5096

C. Application Deadline

The application must be received by **5:00 p.m. on May 28, 2010** to be eligible for funding.

D. Information

For additional information or technical assistance, contact the Office of Career, Technical and Adult Education at the Nevada Department of Education at (775) 687-7300.

III. Application Requirements

A. Local Administration

Background

There is a restriction on the amount of funds used for administrative purposes. No more than five percent (5%) of the total allocation received by an eligible agency may be used for administration. This amount will include any approved indirect costs identified on the budget summary.

Application Requirements:

1. **Cover page:** Use the required cover page as the first page of the application and include all requested information and signatures. (Appendix A)
2. **Assurances:** Use the required assurances pages and be certain the appropriate signatures are complete. Assurances will be a part of future monitoring and compliance accountability. (Appendix A)
3. **Certifications:** Complete the Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-Free Workplace Requirements. (Appendix A)
4. **Budget Summary:** Complete one budget summary for the entire application. The budget summary must include an authorized signature and date. (Appendix A)
5. **Budget Detail:** The budget detail must itemize all proposed expenditures by object and sub-object code, whereby the totals match the amounts in the object and sub-object codes on the budget summary. For those agencies receiving more than \$50,000 in funding, provide one budget detail for each primary CTE program and service area (i.e., business education, special populations). All proposed equipment and items of value must be itemized on the budget detail and include the proposed location(s) for purchases. It is not necessary to itemize supply items. For example, if \$1,000 is budgeted for supplies, an overall description in the budget narrative is sufficient. (Appendix A)
6. **Budget Narrative:** Provide in narrative form a description of expenditures by budget category. For example: if funds are budgeted for supplies for a selected program, describe what the supplies are and how they will be used.
7. **Staffing:** Describe the number of staff devoted to the project and their professional preparation. The subgrant recipient must identify the full-time equivalency (FTE) of each position supported with Carl Perkins funding. If a salary is paid partly from the grant and partly from another fund source, describe how the time allocated for cost objectives funded by the Carl Perkins Act will be accounted for (i.e., personnel activity report or time log).

If a salary is funded wholly by the Carl Perkins Act for one cost objective (i.e., program related activities), the recipient must provide assurance that written documentation, provided minimally on a semi-annual basis, is filed by the supervising administrator to ensure all activities of the funded position are directly related to the cost objective of the subgrant from which the position is funded.

If a salary is funded wholly by the Carl Perkins Act for more than one cost objective (i.e., program-related activities and administration), describe how the time allocated for each cost objective funded by the Carl Perkins Act will be accounted for (i.e., personnel activity report or time log).

8. **Appeals Procedure:** Provide a copy of the procedure or policy by which the agency would process an appeal to decisions made in the local plan. The procedure or policy should describe the steps involved in processing an appeal or dispute with respect to the local plan; the appeals procedure must specifically address how an appeal to the local plan would be processed.

B. System Overview

Background

It is essential that the efforts of career and technical education in Nevada be consistent with and support the success of students in preparing for a diverse and globally-connected world. Recognizing that there are many educational reform efforts converging to adequately prepare students, it is essential that the funds provided under this Act work in harmony with both local agency missions and goals as well as with other federal and state initiatives related to education and workforce development.

Application Directions

1. Provide a description of how funding under this Act will support the local agency's mission and goals. *(One page or less)*
2. Describe the ways in which funding under this Act will further enhance other federal or state initiatives. *(One page or less)*
3. Provide an abstract that summarizes: (1) the high-wage, high-skill, or high-demand career and technical education programs available through the agency and (2) the primary area(s) of need for which funds under this application will be targeted. *(Two pages or less)*

C. Uses of Funds

Background

The Carl D. Perkins Act requires that each eligible recipient that receives funds uses such funds to improve career and technical education programs. Funds made available to eligible recipients shall be used to support career and technical education programs according to the priorities listed below. The application must include a similar description for selected permissible uses, if applicable.

Application Directions

The descriptions provided under each required area must be written as a comprehensive strategy to improve career and technical education, and not geared toward just one program or toward those programs selected for funding. All applications must provide strategies for each of the requirements listed below, to include timelines and anticipated outcomes.

Requirements for Uses of Funds

1. Funding Priority: Development and Implementation of Programs of Study

The program of study elements include: (1) secondary and postsecondary elements; (2) coherent and rigorous content aligned with academic standards and relevant career and technical content that aligns secondary and postsecondary education to prepare students to succeed in postsecondary education; (3) opportunities to earn postsecondary credit while in secondary education; and (4) leads to an industry-recognized credential/certificate, associate degree, or baccalaureate degree. Articulation agreements must exist for all eligible programs.

Secondary Application Requirements: Provide detailed strategies to organize all CTE courses in programs of study that lead to postsecondary education terminating with an industry credential, certification or degree. The programs of study must include core academic requirements. Include at least one sample program of study template that will serve as a model for all programs in all high schools in the district. If that work has not yet been completed, describe how a framework and templates will be developed. Include a timetable by which the programs of study will be developed and implemented at the site levels.

Describe the extent to which state skill standards are used at the site level. Describe how local curricula are developed in accordance with state skill standards.

Describe strategies to implement programs of study at the site level, to include professional development and other support for site-level personnel.

Postsecondary Application Requirements: Provide detailed strategies to organize all articulated CTE courses in programs of study that support those developed at the school

district and high school levels. The programs of study must show exit points that include certificates of achievement, industry certificates or credentials, and/or associate and baccalaureate degrees for selected programs.

Secondary and Postsecondary Application Requirements: Provide a list of current articulated programs and a list of those programs not yet articulated, along with strategies to ensure all eligible programs are articulated within a reasonable timeframe. Describe how the secondary agency and postsecondary agency will collaborate to develop comprehensive programs of study.

Allowable uses of funds may include: Staffing to organize and write programs of study; professional development and staff training; career counseling and guidance support; resources to support secondary-postsecondary collaboration efforts; resources to support business and industry engagement.

Identify the estimated amount of funding allocated to support this priority.

2. Funding Priority: Improve the Technical Skill Attainment of CTE Students

Technical skill attainment is what distinguishes CTE from other disciplines. The level and depth of skills students attain varies according the outcomes of each program. Development of valid and reliable assessments of technical skills is one of the primary goals in Perkins IV and in Nevada's Five-Year State Plan.

Secondary Application Requirements: Technical skill attainment in secondary education is measured according the numbers of students who complete a sequence of courses, earn a grade of "B" or better in the terminal course, and who achieve 80 percent or more of the competencies on an approved competency certificate.

Describe the level to which local curricula is developed according to existing state skill standards. The description may include a matrix showing the programs and the status of the local curricula (I.e. fully developed, partially developed, or not developed). Describe how local curricula will be developed and aligned with state standards for those programs where curricula have not been developed. Provide a sample of the curriculum framework used, if available. Describe how local programs will be monitored, reviewed and/or assessed to determine the level at which state standards are implemented.

Describe efforts to improve the level of technical skill attainment that is aligned with programs of study and industry requirements. For all or select programs, research and/or develop alternate means to assess skill attainment, to include third-party assessments and industry certifications. The application must identify action steps to demonstrate progress towards aligning programs with industry certifications and credentials.

Postsecondary Application Requirements: Describe how all CTE programs align with industry certifications and credentials. Describe how student achievement of all existing "exit points" within a program is measured. Describe how valid and reliable assessments are

used to measure skill attainment. Develop a plan or demonstrate how measures of skill attainment for the purposes of demonstrating student outcomes may be enhanced. What innovative strategies may be developed and employed to increase the levels of accountability measuring student attainment of technical skills? Provide clear strategies for selected programs.

Allowable uses of funds may include: Support services to analyze and make recommendations to enhance and measure the levels of skill attainment, where needed; assessment instruments; resources to expand business and industry involvement in the development of programs, the review of programs, and the analysis of program effectiveness; instructional resources, supplies, items of value and equipment in direct support of state skill standards and industry requirements, with a priority placed on those resources that improve and enhance the use of technology.

Identify the approximate amount of funding allocated to support this priority.

3. Funding Priority: Improve the Academic Achievement of CTE Students

The goal of improving the academic achievement of career and technical education students is stated clearly throughout Perkins IV and Nevada's State Plan. To accomplish that goal, strategies must be developed and properly implemented to: (1) integrate academic learning in CTE; (2) provide support services as needed to improve student performance; (3) provide professional development for teachers and college faculty.

Secondary Application Requirements: Academic achievement is measured for secondary and postsecondary CTE students for mathematics and English language arts. Identify at least five clear, concise strategies to improve student performance in mathematics and English language arts. The first priority for the strategies must address performance indicator results where the approved state-adjusted levels of performance were not met according to the latest results available. Additional priorities must describe strategies to improve performance in other areas as determined by the local agency. The application narrative must address specific strategies designed for local sites.

Emphasize strategies that promote the integration of coherent and rigorous academic standards in career and technical education curricula. The plans must demonstrate how academics are integrated, following the academic crosswalks in the state skill standards (secondary education). Agencies may establish "academic review teams" to review curricula to ensure academics are integrated and taught to the extent possible in career and technical education courses. Describe specific strategies for special populations.

Describe how career and technical education students are encouraged to enroll in rigorous and challenging courses in core academic subjects. In the descriptions, include specific strategies designed to increase student enrollments in rigorous academic subjects as part of career and technical education course of study alignments with core and advanced academic coursework.

Secondary and Postsecondary Application Requirements: Provide a description of how all students who participate in career and technical education programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students.

Describe how the integration of academics in CTE programs will be strengthened. Strategies include how teachers are trained to integrate academics; how locally-developed curricula integrate academics based on the state skill standards; how coordination occurs between the CTE program and academic programs. Essentially, local plans must demonstrate how academics are integrated in CTE programs, not just those selected for funding, and how the integration of academics will be reviewed/assessed.

Allowable uses of funds may include: Staffing to develop and implement academic integration plans; evaluation services to determine current levels of academic integration in selected programs; research of best practices; resources to support collaboration among academic and CTE teachers; professional development and staff; instructional resources, supplies and items of value in direct support of improving academic learning.

Identify the estimated amount of funding allocated to support this priority.

4. Funding Priority: Improve and Expand CTE Programs

Program eligibility is determined by size, scope and quality requirements shown below, as prescribed by the Act. Programs not meeting essential size, scope and quality requirements are not eligible for Perkins funds. New programs must be designed such that they meet the size, scope and quality requirements. For each selected program, describe how requirements are met for program size, scope and quality and all aspects of the industry .

- **Program Size** – Eligible programs must include a sequence of no less than two courses. Eligible programs must include sufficient capacity to accommodate student enrollment, to include appropriate workstations, floor space, etc. An appropriate level of resources, such as computers, software, and tools, should be available to accomplish course objectives. The staffing must be adequate to serve a reasonable student – teacher ratio that accounts for quality instruction and a safe learning environment. A student – teacher ratio of 25:1 should not be exceeded, if at all possible.
- **Program Scope** – Eligible programs must have a developed curriculum aligned with state and/or industry standards. As mentioned above, programs must include a minimum of two sequenced courses. Courses must be articulated to postsecondary programs. (Those programs not articulated may be eligible for support if articulation is a primary objective of the funding.) The curriculum to cover the full breadth of its subject and maintain continuous relevance to the workplace. Qualifiers include course content, range of offerings within each sequence, ability to fully simulate the appropriate workplace environment, number of work skills and competencies taught. Programs must be designed as programs of study.

- **Program Quality** – The eligible program must demonstrate the ability to teach students the workplace standards, competencies, and skills necessary for them to practice careers within their chosen field and succeed in postsecondary education, while at the same time supporting a high level of student achievement in core academics. The State’s Program Quality Criteria is to be used by local agencies to determine program improvement needs.

“All Aspects of the Industry” means providing students with a comprehensive understanding of the industry that the individual is preparing to enter, from the most basic to the most advanced. The eight areas typically identified with teaching students all aspects of the industry include the following:

- Community Issues – the impact of the enterprise and the industry on the community and the community’s impact on an involvement with the enterprise;
- Technical and Production Skills – specific production techniques
- Underlying Principles of Technology – mathematical, scientific, social, and economic principles that underlie the technology;
- Finance – primary accounting and financial decisions; methods for raising capital to start or expand an enterprise;
- Health, Safety and Environmental Issues – in relation to employees and the local or regional community;
- Management – methods typically used to manage related enterprises; methods for broadening worker involvement in decisions;
- Planning - health and safety issues;
- Labor Issues – worker rights and responsibilities; labor unions and history of expanding workers’ rights and roles.

Describe how local program curricula will include learning objectives and/or standards to support learning in all aspects of the industry. Describe how students will have access to work-based learning opportunities. Also, describe strategies to implement instruction in employability skills, as identified in state skill standards.

Secondary and Postsecondary Application Requirements: Describe how funds will be used to support program development, expansion, and/or improvement that increase the quality of career and technical education programs. Describe how selected programs meet the size, scope and quality requirements shown at the beginning of this section.

This requirement allows recipients to purchase supplies and equipment to develop, expand, and improve programs. However, such purchases must clearly be tied to larger strategies that encompass comprehensive program improvement. Equipment purchases should be tied to program improvement to integrate academics, implement the competencies in the state skill standards, professional development, developing programs of study, etc. Such purchases should also be tied to helping sites meet the Program Quality Criteria.

Describe efforts to recruit and retain career and technical education teachers, faculty, and career guidance counselors, including individuals in groups underrepresented in the teaching

profession. Describe efforts to improve the transition to teaching for qualified individuals from business and industry.

Allowable uses of funds may include: Professional development; curriculum development; equipment and supply purchases directly tied to program and industry standards; instructional resource materials.

** The application must demonstrate how all proposed items of value (\$1,000 or more) and equipment purchases are aligned with industry standards and existing curriculum objectives. Equipment purchases (\$5,000 or more) must include a description of student outcomes.*

5. Funding Priority: Serve Special Populations Students

Provide activities to prepare special populations, who are enrolled in career and technical education programs, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency. Special populations are defined as the following: (1) individuals with disabilities; (2) individuals from economically disadvantaged families, including foster children; (3) individuals preparing for non-traditional fields; (4) single parents, including single pregnant women; (5) displaced homemakers; (6) individuals with limited English proficiency.

Secondary and Postsecondary Application Requirements: Describe strategies that will be utilized to assure that individuals in special populations groups are prepared for high-wage, high-skills, or high-demand occupations. For each category of special populations, describe how barriers to ensure the full participation of special populations will be identified and removed. (Refer to appendix D.) Describe how special populations will be served to meet the criteria of the performance indicators in Section H.

The State of Nevada will be held accountable for meeting two performance indicators related to student participation in and completion of programs that lead to **nontraditional employment and training**. A list of programs that are identified as leading to nontraditional training and employment is included in Appendix D.

This section provides an opportunity to identify strategies and activities that impact a broader agency or district level. Each applicant must submit a plan describing how the agency will increase the ratio of male and female students in programs that lead to nontraditional employment and training. The plan must include the following:

Allowable uses of funds may include: Professional development; curriculum development; equipment and supply purchases directly tied to program and industry standards; instructional resource materials.

6. Funding Priority: Professional Development

Provide professional development programs to teachers, guidance counselors, and other staff who are involved in integrated career and technical education programs.

Secondary and Postsecondary Application Requirements: Each agency must develop a comprehensive professional development program that accomplishes the following:

- Promotes the integration of coherent and rigorous academic standards in career and technical education curricula. The plans must demonstrate how academics are integrated according to the academic crosswalks in the state skill standards (secondary education). Agencies may establish “academic review teams” to review curricula to ensure academics are integrated and taught to the extent possible in career and technical education courses;
- Establishes professional development programs that are high-quality, sustained, intensive, and focused on instruction. Describe how professional development is continuous from one year to another;
- Encourages applied learning that contributes to the academic and career and technical knowledge of the student;
- Provides the knowledge and skills needed to work with and improve instruction for special populations.

Allowable uses of funds may include: Travel costs; consultant fees; instructional resources; other costs that may be associated with professional development.

7. Funding Priority: Program Evaluation

Develop and implement evaluations of career and technical education programs, including an assessment of how the needs of students from special populations groups are being met.

Secondary and Postsecondary Application Requirements: Provide specific strategies to evaluate program effectiveness. Strategies should include overall program reviews using site based Program Quality Criteria instrument and specific evaluation strategies that employ student outcomes as measured by performance indicators results. Describe evaluation design strategies, if applicable and where needed.

Allowable uses of funds may include: Travel costs; consultant fees; instructional resources; other costs that may be associated with professional development.

8. Funding Priority: Business and Industry Involvement

Career and technical education needs the support of business and industry, and business and industry needs the support of career and technical education. Beyond requirements for technical advisory committees, support and involvement of business and industry should be enhanced as much as possible – to keep programs current, to develop partnerships for internships and other forms of work-based learning, and to ensure a “pipeline” is maintained to support student placement in high-wage, high-skill and high-demand occupations. This section may also incorporate the All Aspects of the Industry elements shown above.

Secondary and Postsecondary Application Requirements: Describe strategies to analyze the existing levels of business and industry involvement and ways to increase that involvement. Describe strategies to connect business and industry involvement with efforts to develop and implement programs of study, program certifications/credentials, and technical skill assessments.

Allowable uses of funds may include: Associated costs to enhance business and industry involvement, such as coordination and outreach, recruitment, and advisory meeting coordination.

Permissible Uses of Funds:

Funds may be used for one or more of the following permissible uses of funds as defined by the Act. In the response for any selected permissible use, identify the activities, timeline, and evaluation strategies.

1. Involvement of parents, businesses and labor organizations in the design, implementation and evaluation of programs.
2. Provide career guidance and academic counseling for CTE students to improve graduation rates and to provide information on postsecondary education and career options.
3. Development of local education and business partnerships, including work-based experiences for students and industry experience for teachers and faculty.
4. Provide programs for special populations.
5. Assist career and technical education student organizations (CTSOs).
6. Mentoring and support services.
7. Leasing, purchasing, upgrading or adapting equipment, including instructional aids and publications, to strengthen and support academic and technical skill achievement.
8. Teacher preparation programs.
9. Developing and expanding postsecondary program offerings at times and in formats that are accessible for all students, including distance education.
10. Developing initiatives that facilitate the transition of sub-baccalaureate career and technical education programs, including articulation agreements, dual enrollment programs, academic and financial aid counseling, and other initiatives to overcome barriers and encourage enrollment and completion.
11. Providing activities to support entrepreneurship education and training.
12. Improving or developing new CTE courses, including the development of programs of study for consideration by the state and courses that prepare individuals academically and technically for high-skill, high-wage or high-demand occupations.
13. Developing and supporting small, personalized career-themed learning communities.
14. Providing support for family and consumer sciences programs.
15. Providing CTE programs for adults and school dropouts to complete secondary education or upgrade technical skills.
16. Providing assistance to individuals who have participated in services and activities under this Act in continuing their education or training or finding an appropriate job.
17. Supporting training and activities (such as mentoring and outreach) in nontraditional fields.
18. Providing support for training programs in automotive technologies.

19. Pooling a portion of such funds with a portion of funds available to other recipients for innovative initiatives.
20. Supporting CTE activities consistent with the purpose of the Act

D. Program, Service, and Site Selection

Background

The Carl D. Perkins Act requires that each eligible recipient that receives funds use such funds to improve career and technical education programs and services that prepare students for high-wage, high-skill, or high-demand occupations. Use the labor market information provided in Appendix C, or other valid local or regional labor market information to identify and select programs for funding. Use this section as needed to describe specific goals, objectives, timelines etc. for funding directed specifically to a program or service not fully described in Section C Uses of Funds.

Application Directions

Each agency must identify the career and technical education programs and services for which funding is being requested through this application and describe the rationale and process used to prioritize the selected programs and services. For each selected program and/or service, the following must be provided:

- Name of program or service to be funded
- Identification of site(s)
- Goals, objectives, and expected outcomes
- Implementation strategies/activities
- Timeline for completion of primary activities
- Evaluation strategies
- Sources of funds (i.e., federal, state, local) to accomplish the proposed objectives

Provide a rationale for selecting particular sites. School districts must describe how middle school CTE programs were acknowledged and considered for funding, if applicable.

E. State Requirements

Background

State requirements in either Nevada Revised Statute (N.R.S.) or Nevada Administrative Code (N.A.C.) exist to provide additional governance for career and technical education programs. State requirements also include mandates from recent legislation and/or policies set forth by the Board of Education and Board of Regents. The program quality criteria in the state-approved *The Career and Technical Education Lifelong Learning Initiative* provides additional

requirements and other guidance to help local agencies focus and direct program improvement efforts.

Application Directions

1. Each school district is required to maintain a CTE Advisory Technical Skills Committee to provide leadership and guidance over the development, expansion, and improvement of career and technical education programs. AB 388 requires the committee to meet no fewer than three times per year. The membership requirements for each advisory technical skills committee, as per AB 388, are shown below.
 - Business and industry representatives
 - Employees of the school district who possess knowledge and experience in CTE
 - Pupils enrolled in the school district
 - Parents/legal guardians of pupils enrolled in the school district
 - Postsecondary staff with experience in CTE
 - Other interested persons

Secondary Application Requirements: Describe the structure for advisory technical skills committees, including how the oversight committee is structured; a current membership list (including identification of each member's affiliation and identification of the committee chair, a non-agency representative); an assurance the committee will meet no fewer than three times per year; a description of how committee meeting records are maintained; and a description of the committee involvement in the development of local plans for career and technical education, including grant application objectives and budgets.

2. School districts and colleges are also required to maintain program-level technical advisory committees. These committees provide private-sector expertise and advisement to assist individual CTE programs. Wherever a parallel CTE high school and college program exist in the same locality, a joint advisory committee is required.

Secondary and Postsecondary Application Requirements: Describe the structure for program-level advisory committees. Provide a list of CTE program areas and identify whether or not an active advisory committee exists. Identify those committees that serve both college and high school programs.

Note: Although encouraged to establish and maintain program-level advisory committees, small rural school districts are exempt from this requirement.

3. Tech prep programs are joint ventures between secondary and post secondary education to promote a seamless transition from high school to higher education. School district and community college applicants located in communities where a central community college is established are required to establish a tech prep committee or consortium to assist both the school district(s) and the community college in fulfilling the goals of tech prep. The committee sets priorities to further the purposes of tech prep each year and provides collaboration and oversight of the tech prep budgets.

The tech prep committee will advise on policy matters in career and technical education programs where employment demands are not being met. The tech prep committee will recommend programs needing expansion, improvement, and modernization. The committee will recommend mechanisms to establish shared instruction, facilities, equipment and placement among business, industry, education and, where appropriate, will provide linkage with local Nevada State Apprenticeship Council and Bureau of Apprenticeship Training approved apprenticeship training programs. The committee will also provide leadership to the establishment and expansion of work-based learning opportunities.

The committee will be responsible for advising the respective members of the consortium on the development and operation of a tech prep education program that encompasses at least the two years of secondary school preceding graduation, two years of higher education and/or an apprenticeship program of at least two years, either of which would follow secondary instruction and will provide for effective employment placement activities and transfer of students to the four-year baccalaureate degree programs. The committee will be comprised of persons representative of business, labor and management, secondary and postsecondary education, and representatives of local technical skills committees. All related career and technical education programs will be addressed by the committee. Those programs which link secondary and postsecondary (associate degree) that offer employment placement and/or transfer to four-year baccalaureate programs in related fields serving science, engineering, health, and medicine will be given a priority.

Secondary and Postsecondary Application Requirements: Describe the structure of the tech prep committee and/or participation on the committee. Provide verification that the provisions of the “Tech Prep/Associate Degree Program Joint Policy Statement” approved by the Board of Education and Board of Regents, are upheld. (Refer to Appendix E for the Tech Prep Policy Statement.) Include a brief description of the policies, procedures, and instructional plans to implement articulation agreements between each related CTE program provided by the participating school district and community college.

4. To share resources, urban school districts are required to support the participation of staff in rural Nevada in the development phase and/or professional development activities supported by Carl D. Perkins Act funds in urban school district.

Secondary Application Requirements: Provide an assurance that supports the participation of staff in rural Nevada in program development, professional development, or other activities funded by the Act.

5. Career Guidance and Counseling
Effective September 1, 1992, Nevada has implemented a requirement for a course of study for career guidance and counseling in every district in the state. This course of study is outlined in NAC 389.51 (high school) and 389.39 (middle school). As such, any agency (K-12) funded from this Act must be in compliance with that statute.

Secondary Application Requirements: Describe how the state requirements for career guidance are implemented in the school district.

Postsecondary Application Requirements: While there is no requirement for career guidance and counseling at the postsecondary level, it is recommended that each eligible agency provide the following components of a career guidance and counseling program.

- (a) Tech–Prep program promotion, staff training and materials to be delivered to secondary schools grades 7 – 12;
- (b) Career assessment, guidance and education planning models and programs to serve students who are career and technical education students;
- (c) Access to instruction for use of the Nevada Career Information System (CIS);
- (d) Articulation [policies] with local secondary school comprehensive guidance programs;
- (e) Information to students with special needs about career opportunities;
- (f) Establishment of networks, agreements and relationships with business and industry to facilitate adult school-to-work transitions;
- (g) Information to students with special needs regarding high–skill, high–wage, or high-demand career opportunities;
- (h) Information concerning the benefits of nontraditional careers for women and men;
- (i) Establishment of a Career Resource Center;
- (j) Promotion of occupational education to students, business and industry and the community at large;
- (k) Placement services and activities for students who have successfully completed occupational education programs;
- (l) Programs to assist students with financial aid applications; and
- (m) Evaluation of the effectiveness of career and occupational guidance and counseling programs.

IV. Review and Approval Procedures

A. Application Review Procedures

The Application for Funding will be reviewed by the Office of Career, Technical and Adult Education and other staff in the Nevada Department of Education to assure compliance with State and Federal requirements, and to ensure that all information required by the Application for Funding is adequately addressed by the applicant.

B. Criteria for Application Review and Approval

The review process will ensure that common criteria are based on the guidelines set forth in this Application for Funding and on the requirements of the Act and the State Plan. The Criteria for Application Review and Approval is provided in Appendix A.

C. Complaint and Appeal Procedures

In the event an agency is dissatisfied with any decision, such as requests for modifications or application, the eligible agency may submit a written complaint to the director of the Office of Career, Technical and Adult Education. The complaint must be submitted within thirty (30) days of the date the agency received notification of the department action. Upon receipt of the letter of complaint, the director will review the complaint and will provide comment to the agency within thirty (30) days. The action taken by the state director, which includes a review conducted by State staff, shall be deemed final. Such action will be transmitted to the agency in writing.

Upon receipt of written notification of the action of the director of the Office of Career, Technical and Adult Education, an agency may decide to appeal the action to the State Superintendent of Public Instruction. A written request for an appeal hearing may be made in writing to the superintendent within thirty (30) days of the agency's receipt of written notification of the action taken by the Director. An administrative hearing of the appeal will be conducted within ninety (90) days from the receipt of the written request. The agency will be notified of the date and time of the hearing thirty (30) days prior to the hearing date. A written record of the hearing and a written response describing the decisions and actions of the Superintendent will be provided to the agency. The written record and responses will be transmitted to the agency within fifteen (15) days after the hearing date.

Within twenty (20) calendar days following the receipt of the department's written decision on the complaint/appeal, the agency may file a notice of the appeal with the Secretary of the United States Department of Education for final resolution. Such appeal shall be in writing and shall specify the particular points of disagreement with the decision as rendered by the Nevada Department of Education.

APPENDIX A

Forms

**CARL D. PERKINS CAREER AND TECHNICAL EDUCATION
IMPROVEMENT ACT OF 2006**

TITLE I, PART A LOCAL FORMULA FUNDS

APPLICATION COVER SHEET

**THIS APPLICATION IS SUBMITTED FOR PROGRAM YEAR
JULY 1, 2010 THROUGH JUNE 30, 2011**

Agency: _____

Application Director: _____
(Name, position and telephone number)

(Email address)

Fiscal Manager: _____
(Name, position and telephone number)

(Email address)

**Monitoring
Coordinator:** _____
(Name, position and telephone number)

(Email address)

**Evaluation
Coordinator:** _____
(Name, position and telephone number)

(Email address)

**CTE Reporting
System Coordinator:** _____
(Name, position and telephone number)

(Email address)

**Advisory Technical
Skills Committee:** _____
(Signature of committee chair) (Date) _____

(Print name of chair, organization and title)

**Application
Submitted By:** _____
(Signature of authorized representative) (Date) _____

(Print name organization and title)

ASSURANCES

General

1. Programs, services and activities included in this application will be operated in accordance with the provisions of the Carl D. Perkins Career and Technical Education Improvement Act of 2006, as amended, and regulations pertaining thereto, the provisions of the Nevada State Five Year Plan for the Carl D. Perkins Act of 2006, effective July 1, 2008 to June 30, 2013, and any revisions approved thereafter, Department regulations, policies and procedures as promulgated by the State Board of Education/State Board for Career and Technical Education and its staff, including submission of such reports as may be required for effective administration of programs.
2. The local educational agency will assure that no funds received under this Act may be used to provide occupational education programs to students prior to the seventh grade, except that equipment and facilities purchased with funds under this Act may be used for such students.
3. The local educational agency will assure that no funds made available under this Act will be used to require any secondary school student to choose or pursue a specific career path or major.
4. The local educational agency will assure that no funds made available under this Act will be used to mandate that any individual participate in an occupational education program including an occupational education program that requires the attainment of a federally funded skill level, standard, or certificate of mastery.
5. The local educational agency will assure that all funds made available under this Act will be used in accordance with this Act.
6. The local educational agency will assure that all funds made available under this Act shall not be used to provide funding under the School-to-Work Opportunities Act of 1994 (20 U.S.C. 6101 et seq.) or to carry out, through programs funded under this Act, activities that were funded under the School-to-Work Opportunities Act of 1994, unless the programs funded under this Act serve only those participants eligible to participate in the programs under this Act.

Grants Management and Accountability

7. The local educational agency will assure compliance with the requirements of Title I and the provisions of the transition plan, including the provisions of a financial audit of funds received under this title which may be included as part of an audit of other federal or local educational agency programs.
8. The local educational agency will assure that none of the funds expended under Title I will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, the employees of the purchasing entity, or any affiliate of such an organization.
9. The local education agency will assure that maintenance of fiscal effort on either a per-student or aggregate expenditure basis is required.
10. Federal funds made available under the provisions of the Nevada State Five Year Plan will be used to supplement, and to the extent practicable, increase the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in PL 105-332, as amended, and in no case supplant such state or local funds.
11. The local education agency will assure that funds made available under this Act for career and technical education activities will supplement, and shall not supplant, non-federal funds expended to carry out occupational education activities and tech-prep activities.

12. Funds will be used as stipulated in the Nevada State Five Year Plan and supporting documents for expenditures will be maintained for audit. Funds will not be commingled with other state and local funds and will be accounted for in a manner which will prevent loss of their identity as funds supporting specific career and technical education goals.
13. Effective and separate accounting procedures of the recipient will be employed to assure that funds from federal sources will not be commingled with state or local funds, but will be separately identified as expenditures of federal funds.
14. Fiscal control and funds accounting procedures shall be established as deemed necessary to assure proper disbursement of and accounting for federal and state funds paid to a recipient for programs and projects.
15. The fiscal and statistical records are subject to and upon request will be made available for audit by the federal government and the State of Nevada to determine whether the recipient has properly accounted for funds expended for occupational education and services.
16. Records will be kept which fully disclose the amount and disposition of federal and state funds allocated, as well as the total expenditures of funds for occupational education programs and services supplied by funds from other sources.
17. The local education agency will assure that no funds provided under this Act shall be used for the purpose of directly providing incentives or inducements to an employer to relocate a business enterprise from one local educational agency to another local educational agency if such relocation will result in a reduction in the number of jobs available in the local educational agency where the business enterprise is located before such incentives or inducements are offered.

Personnel

18. School district occupational instructors, counselors, supervisors, and other professional personnel involved in occupational education who participate in projects funded under P.L. 105-332 will be licensed in accordance with current Rules and Regulations established by the Commission on Professional Standards in Education.

Data Management

19. All eligible recipients participating in funds available under the provision of P.L. 105-332, as amended, will participate in, maintain, and utilize a performance accountability system in the reporting of all occupational programs in the Nevada Career and Technical Education Reporting System (CTERS); provide data required for reporting the performance measures designated by the State's performance indicators; and assure that staff involved in the accountability system receive the training necessary to maintain a quality system.
20. All eligible recipients will provide sufficient information to the State to enable the State to comply with the requirements of allocating funds to area career and technical schools and intermediate educational agencies.

Evaluation

21. Participating agencies will cooperate with and implement the performance indicators and levels of performance developed by the State Accountability Task Force and accepted by the Department of Education.
22. An assurance that the applicant will comply with reporting procedures required by the Nevada Department of Education, which will assess the progress of its career and technical education programs and will include a review of outcomes related to the approved performance indicators.
23. An assurance that the evaluation and review of programs will include the full participation of representatives of individuals who are members of special populations. This review shall be used to identify and adopt strategies to overcome any barriers which are resulting in lower rates of access to career and technical education programs or success in such programs for individuals who are members of special populations and to evaluate the

progress of individuals who are members of special populations in career and technical education programs assisted under this Act.

24. An assurance that the eligible recipient will comply with the Department of Education's requirements for state monitoring.

Local Program Improvement Plan

25. An assurance that if the applicant determines they are not making substantial progress in meeting the performance indicators approved by the State Board, the recipient of funds will develop a plan, in consultation with teachers, parents, and students concerned, for program improvement for the succeeding school year. The plan will describe how the recipient will identify and modify programs and will include a description of career and technical education and career development strategies designed to achieve progress to improve the effectiveness of the programs conducted with assistance under this Act, and will, if necessary, develop a description of strategies designed to improve supplementary services provided to individuals who are members of special populations.

Coordination

26. An assurance that the requirements of this Act relating to individuals who are members of special populations will be carried out under the general supervision of individuals at the Department of Education who are responsible for students who are members of special populations and will meet education standards of the State Board. With respect to students with handicaps, the supervision carried out shall be consistent with, and in conjunction with, supervision described under section 612(6) of the Individuals with Disabilities Education Act (IDEA).
27. The local educational agency will assure that funds made available under this Act may be used to pay for the costs of career and technical education services required in an individualized education plan developed pursuant to Section 614(d) of the Individuals with Disabilities Education Act and services necessary to the requirements of Section 504 of the Rehabilitation Act of 1973 with respect to ensuring equal access to career and technical education.
28. The local educational agency will assure that the portion of any student financial assistance received under this Act that is made available for attendance costs described in subsection [Section 324(b)] shall not be considered as income or resources in determining eligibility for assistance under any other program funded in whole or in part with federal funds.

Special Needs--Equity--Civil Rights Provisions

29. Career and technical education programs/services covered by this application shall be in compliance with Title IX (Non-discrimination on the basis of sex) of the Education Amendments of 1972.
30. Career and technical education programs/services covered by this application shall be in compliance with Title VI and VII of the Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1972 and the Civil Rights Restoration Act of 1988, and the Methods of Administration for Civil Rights as required under 34 Code of Federal regulations regarding Part 100, Appendix B.
31. Program/services for disabled persons enrolled in career and technical education covered by this application shall be in compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504, of the Rehabilitation Act of 1973.
32. Career and technical education programs and activities for individuals with disabilities will be provided in the least restrictive environment in accordance with section 612(5)(B) of the IDEA and will, whenever appropriate, be included as a component of the individualized education program developed under section 614(a)(5) of the same Act.

33. Students with disabilities who have individualized education programs developed under section 614(a)(5) of the IDEA shall, with respect to occupational education programs, be afforded the rights and protections guaranteed such students under section 612, 614, and 615 of the same Act.
34. Students with disabilities who do not have individualized education programs developed under section 614(a)(5) of the IDEA or who are not eligible to have such programs shall, with respect to occupational education programs, be afforded the rights and protections guaranteed such students under section 504 of the Rehabilitation Act of 1973 and, for the purpose of this Act, such rights and protections shall include making occupational education programs readily accessible to eligible individuals with disabilities through the provision of services described in number 13, above.
35. To the extent that occupational education is available to all students within a school district or postsecondary institution, training and occupational education activities will be provided to men and women who desire to enter occupations that are not traditionally associated with their sex.
36. An assurance to assist students who are members of special populations to enter occupational education programs, and with respect to students with disabilities, assist in fulfilling the transitional service requirements of section 620 of the IDEA.
37. An assurance to assess the special needs of students participating in projects receiving assistance under the Basic Grant with respect to their successful completion of the career and technical education program in the most integrated setting possible.
38. Provide guidance, counseling, and career development activities conducted by professionally trained counselors and teachers who are associated with the provision of special services.
39. Provide counseling and instructional services designed to facilitate the transition from school to post-school employment and career opportunities.
40. An assurance that career and technical programs will be provided that: encourage students through counseling to pursue coherent sequences of the course; assist special population students to succeed through supportive services such as counseling, English-language instruction, child care, and special aids; and are of a size, scope, and quality as to bring about improvement in the quality of education offered by the school.

Parent/Student Involvement and Appeal

41. An expedited appeals procedure is established by which parents, students, teachers, and area residents concerned will be able to directly participate in state and local decisions that influence the character of programs under this Act affecting their interests; and technical assistance will be designed and provided to ensure that such individuals are given access to the information needed to use these procedures and will be notified regarding the procedure regarding complaints/appeals upon request.

State Requirements

42. The provision for advisory committees, tech prep committees, program articulation, rural participation, and career guidance and counseling, as described in the State Five Year Plan will be fully implemented, as required.

(Printed Name and Title of Authorized Representative)

(Signature)

(Date)

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U. S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transaction, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notify the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, S. W. (Room 33124, GSA Regional Office Building No. 3), Washington, D. C. 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

check [] if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0013, 6/90 (Replaces ED80-008, 12/89; ED Form GCS-008, (REV. 12/88); ED 80-0010, 5/90; and ED 80-0011, 5/90, which are obsolete)

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

b. If convicted of a criminal drug offense resulting from a violation occurring during the conducting of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, S. W. (Room 3124, GSA Regional Office Building No. 3), Washington, D. C. 20202-4571. Notice shall include the identification number(s) of each affected grant.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Department, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

NEVADA DEPARTMENT OF EDUCATION

Budget/Expenditure Summary

Agency: _____ Project Number: _____

Project Name: _____ Fiscal Year: _____

Check One: Budget _____ Amendment _____ Number _____

OBJECT	DESCRIPTION	INSTRUCTION COST	SUPPORT SERVICES	TOTAL
100	100 Salaries			
200	200 Benefits			
300	300 Purchased Professional Services			
400	400 Purchased Property Services			
500	510 Student Transportation Services			
	580 Staff Travel			
	Other (520, 530, 540, 550, 560, 570, 590)			
	Total			
600	610 General Supplies (exclude 612 in 610 total)			
	612 Non Information Technology Items of Higher Value*			
	640 Books and Periodicals			
	650 Supplies – Information Technology Related (exclude 651 and 652 in 650 total)			
	651 Software			
	652 Information Technology Items of Higher Value*			
	Other (620, 630)			
	Total			
800	810 Dues and Fees			
	890 Other Miscellaneous			
	Total			
SUBTOTAL 100 – 600 & 800				\$
Approved Indirect Costs Rate:** _____ %				\$
700	730 Equipment			
TOTAL				\$

* All items of value must be itemized in the budget detail

** Indirect cost rates must be approved by the Department of Education before the subgrantee may budget for and charge those costs to the grant.

Signature of Authorized Agency Representative

Date

Department of Education Use Only

Initial

Date Approved

Budget Detail / Supplemental Schedules

Agency _____

Project Name _____

A	B	C	D	E	F
OBJECT CODE	TITLE OF POSITION/ PURPOSE OF ITEM	PROJECT TIME (FTE)	QUANTITY	SALARY, RENTAL OR UNIT COST	BUDGETED AMOUNT

*If additional space is needed, duplicate this page and number the additional pages. All items must be explained in specific terms. All items must be named and must be directly related and necessary to the operation of the program.

**Carl D. Perkins Career & Technical Education Improvement Act of 2006
FY'11 Corrections Grant Application**

Application Review Criteria

Agency Name: _____

Application Submission

- | | Yes | No |
|--|------------|-----------|
| 1. Was the application received by the deadline? | _____ | _____ |
| 2. Were one original and two copies submitted? | _____ | _____ |

Part A. Local Administration

- | | | |
|--|-------|-------|
| 3. Are all lines on the cover page include required names and authorized signatures? | _____ | _____ |
| 4. Are the assurances signed? | _____ | _____ |
| 5. Are the certifications signed? | _____ | _____ |
| 6. Is the budget summary signed by the authorized agency representative? | _____ | _____ |
| 8. Is the budget detail properly completed? | _____ | _____ |
| 9. Does the budget narrative adequately describe the proposed expenditures in each category? | _____ | _____ |
| 10. If applicable, is the staffing properly identified and include a description of how the staff time will be accounted for through personnel activity orts or time logs? | _____ | _____ |
| 11. Does the application include procedure/policy by which the local agency would process an appeal to decisions made in the local plan? | _____ | _____ |

Part B. Local Planning, Coordination & Collaboration

- | | | |
|---|-------|-------|
| 12. Does the local application describe how CTE priorities are integrated into district and site improvement plans or college strategic plans? | _____ | _____ |
| 13. Is there a description of how funding will further enhance other state and federal initiatives? | _____ | _____ |
| 14. Is there a description of how key stakeholders are involved in the development, implementation, and evaluation of CTE programs? Is the role of the advisory committee properly described? | _____ | _____ |
| 15. Is there an abstract that summarizes the high-wage, high-skill, or high-demand CTE programs and the primary area(s) of need for which the funds will be targeted? | _____ | _____ |

Part C. Uses of Funds

- | | | |
|---|-------|-------|
| 16. Is the funding priority for development and implementation of programs of study properly addressed? | _____ | _____ |
| 17. Is the funding priority for improving technical skill attainment properly addressed? | _____ | _____ |
| 18. Is the funding priority for improving academic achievement properly addressed? | _____ | _____ |
| 19. Is the funding priority for improving and expanding CTE programs properly addressed? | _____ | _____ |
| 20. Is the funding priority for serving special populations properly addressed? | _____ | _____ |

- | | | |
|---|-------|-------|
| 21. Is the funding priority for professional development properly addressed? | _____ | _____ |
| 22. Is the funding priority for program evaluation properly addressed? | _____ | _____ |
| 23. Is the funding priority for business and industry involvement properly addressed? | _____ | _____ |
| 24. If applicable, are permissible uses of funds fully described? | _____ | _____ |

Part D. Program, Service and Site Selection

- | | | |
|--|-------|-------|
| 25. For each selected program and service, are the following adequately described: (1) Name of program/service; (2) Identification of site(s); (3) Goals, objectives and outcomes; (4) Implementation strategies; (5) Timeline; (6) Evaluation strategies? | _____ | _____ |
|--|-------|-------|

Part E. State Requirements

- | | | |
|---|-------|-------|
| 26. Does the application include a description of the structure for local advisory committees, including the structure of the oversight committee, a membership list, assurance the committee will meet at least three times per year, how records are maintained, and how the committee is involved in the development of local plans? | _____ | _____ |
| 27. Does the application describe the structure for program-level advisory committees? | _____ | _____ |
| 28. Does the application describe the structure of the tech prep committee and/or participation on the committee? Is there a brief description of the policies, procedures, and instructional plans to implement articulation agreements? | _____ | _____ |
| 29. Is there an assurance that supports the participation of staff in rural Nevada in the development phase and/or professional development activities supported by Act funds in urban areas? | _____ | _____ |
| 30. Is there a description of how the state requirements for career guidance are implemented in the school district? | _____ | _____ |

Part F. Performance Indicators

- | | | |
|---|-------|-------|
| 31. Are all performance indicators properly addressed, as per the questions in the RFA? | _____ | _____ |
|---|-------|-------|

APPENDIX B

Definitions

DEFINITIONS

ADMINISTRATION - Activities necessary for the proper and efficient performance of the eligible agency or eligible recipient's duties under the Act, including supervision, but does not include curriculum development activities, personnel development, or research activities.

ALL ASPECTS OF THE INDUSTRY - Strong experience in, and comprehensive understanding of, the industry that the individual is preparing to enter.

AREA CAREER AND TECHNICAL EDUCATION SCHOOL -

- a. A specialized public secondary school used exclusively or principally for the provision of vocational and technical education to individuals who are available for study in preparation for entering the labor market;
- b. The department of public secondary school exclusively or principally used for providing vocational and technical education in not fewer than five different occupational fields to individuals who are available for study in preparation for entering the labor market;
- c. A public or nonprofit technical institution or career and technical education school used exclusively or principally for the provision of career and technical education to individuals who have completed or left secondary school and who are available for study in preparation for entering the labor market, if the institution or school admits as regular students both individuals who have completed secondary school and individuals who have left secondary school; or
- d. The department or division of an institution of higher education that operates under the policies of the eligible agency and that provides career and technical education in not fewer than five different occupational fields leading to immediate employment but not necessarily leading to a baccalaureate degree, if the department or division admits as regular students both individuals who have completed secondary school and individuals who have left secondary school.

CAREER AND TECHNICAL EDUCATION- Organized activities that:

- a. Offer a sequence of courses that provide individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers in current or emerging employment sectors; and
- b. Include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, of an individual.

CAREER AND TECHNICAL EDUCATION STUDENT- A student, grade 9-14, who is enrolled in an exploratory, introductory, or occupational specific course, within an approved occupational education program area.

CAREER AND TECHNICAL STUDENT ORGANIZATION- An organization for individuals enrolled in a vocational and technical education program that engages in vocational and technical activities as an integral part of the instructional program. Such organizations may have state and national units that aggregate the work and purposes of instruction in vocational and technical education at the local level.

CAREER GUIDANCE AND ACADEMIC COUNSELING- Providing access to information regarding career awareness and planning with respect to an individual's occupational and academic future that shall involve guidance and counseling with respect to career options, financial aid, and postsecondary options.

CHARTER SCHOOL- The meaning in section 10306 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8066).

COOPERATIVE EDUCATION- A method of instruction of education for individuals who, through written cooperative arrangements between a school and employers, receive instruction, including required academic courses and related career and technical education instruction, by alternation of study in school with a job in any occupational field, which alternation shall be planned and supervised by the school and employer so that each contributes to the education and employability of the individual, and may include an arrangement in which work periods and school attendance may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative program.

DISPLACED HOMEMAKER- An individual who:

- a. Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; has been dependent on the income of another family member but is no longer supported by that income; or is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than two years after the date on which the parent applies for assistance under this title; and
- b. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

EDUCATIONAL SERVICE AGENCY- The term "educational service agency" has meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965.

ELIGIBLE AGENCY- The term "eligible agency" means a state board designated or created consistent with state law as the sole state agency responsible for the administration of vocational and technical education or for supervision of the administration of vocational and technical education in the State.

ELIGIBLE INSTITUTION-:

- a. An institution of higher education;
- b. A local educational agency providing education at the postsecondary level;
- c. An area career and technical education school providing education at the postsecondary level;
- d. A postsecondary educational institution controlled by the Bureau of Indian Affairs or operated by or on behalf of any Indian tribe that is eligible to contract with the Secretary of the Interior for the administration of programs under the Indian Self-Determination Act or the Act of April 16, 1934 (48 Stat. 596.25 U.S.C. 452 et seq.);
- e. An educational service agency; or
- f. A consortium of two or more of the entities described in subparagraphs "a" through "e."

ELIGIBLE RECIPIENT-

- a. A local educational agency, an area career and technical education school, an educational service agency, or a consortium eligible to receive assistance under section 131; or
- b. An eligible institution or consortium of eligible institutions eligible to receive assistance under section 132.

HIGH DEMAND – Occupations having the most openings, as per the report *annual Nevada Statewide Demand Occupations, Employment, Projections*, as provided by DETR.

HIGH WAGE – An occupational field with an average wage of \$16.99 per hour or more.

HIGH SKILL – Occupational field that leads to:

- a. Certificate of Completion or Associate Degree;
- b. An apprenticeship; or
- c. State license or certification.

INDIVIDUAL WITH LIMITED ENGLISH PROFICIENCY- Secondary school student, an adult, or an out-of-school youth, who has limited ability in speaking, reading, writing, or understanding the English language, and:

- a. Whose native language is other than English; or
- b. Who lives in a family or community environment in which a language other than English is the dominant language.

INDIVIDUAL WITH A DISABILITY- A person with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

INDIVIDUALS WITH DISABILITIES- More than one individual with a disability.

INSTITUTION OF HIGHER EDUCATION- The meaning given in section 101 of the Higher Education Act of 1965.

LOCAL EDUCATIONAL AGENCY- The meaning given in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).

NONTRADITIONAL TRAINING AND EMPLOYMENT- Occupations or fields of work, including careers in computer science, technology, and other emerging high– skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

PROGRAM OF STUDY – Career and technical programs of study, which may be offered by local educational agencies and postsecondary institutions to be offered as an option to students when planning for and completing future coursework, for career and technical content areas that – (1) Incorporate secondary and postsecondary education elements; (2) Include coherent and rigorous content aligned with challenging academic standards in a coordinated, non-duplicative sequence of courses; (3) May include opportunities for secondary students to earn postsecondary

credit; (4) Lead to industry-recognized credential or certificate, or an associate or baccalaureate degree.

POSTSECONDARY EDUCATIONAL INSTITUTION-

- a. An institution of higher education that provides not less than a two-year program of instruction that is acceptable for credit toward a bachelor's degree;
- b. A tribally controlled college or university; or
- c. A nonprofit educational institution offering certificate or apprenticeship programs at the postsecondary level.

SCHOOL DROPOUT- an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

SECONDARY SCHOOL- The meaning in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).

SPECIAL POPULATIONS-

- a. Individuals with disabilities;
- b. Individuals from economically disadvantaged families, including foster children;
- c. Individuals preparing for nontraditional training and employment;
- d. Single parents, including single pregnant women;
- e. Displaced homemakers.

SUPPORT SERVICES- Services related to curriculum modification, equipment modification, classroom modification, supportive personnel, and instructional aids and devices.

TECH-PREP PROGRAM-

- a. Combines at least two years of secondary education (as determined under state law) and two years of postsecondary education in a non-duplicative sequential course of study;
- b. Strengthens the applied academic component of career and technical education through the integration of academic, and vocational and technical, instruction;
- c. Provides technical preparation in an area such as engineering technology, applied science, a mechanical, industrial, or practical art or trade, agriculture, a health occupation, business, or applied economics;
- d. Builds student competence in mathematics, science, and communications (including through applied academics) in a coherent sequence of courses; and
- e. Leads to an associate degree or a certificate in a specific career field, and to high-skill, high-wage employment, or further education.

APPENDIX C

Labor Market Information

Nevada's High Wage, High Skill and High Demand Occupations

(This information is a sample of High Wage, High Skill and High Demand Occupations, and was derived from the report *2008 Nevada Statewide Demand Occupations, Employment, Projections* as provided by DETR.)

Four Criteria were used in the creation of this table: (1) Occupations having the most openings; (2) Occupations paying \$16.99 per hour or above; (3) Occupations served by CTE programs; and (4) Occupations requiring education up to and including an Associate degree. For more information please visit nevadaworkforce.com

Occupations Requiring an Associate Degree	2008 Employment	Average Annual Openings 2006 - 2016	Average Annual Growth Rate 2006 - 2016	Average Annual Wages
Registered Nurses	16,037	862	3.2%	\$69,160
Supervisors/Managers of Office & Admin. Workers	15,992	715	2.3%	\$44,470
Drafting CADD	6,951	361	2.6%	\$50,980
Automotive Ser. Tech. And Mechanics	6,264	392	4.1%	\$39,582
Nurses Aides, Orderlies and Attendants	5,285	215	2.7%	\$27,788
Preschool Teachers	3,042	139	3.2%	\$23,691
Purchasing Agents and Buyers of Farm Products	1,465	100	3.0%	\$52,540
Computer Support Specialists	3,303	148	3.6%	\$43,326
Food Service Managers	4,218	219	3.4%	\$55,952
Chefs and Head Cooks	3,102	196	3.3%	\$44,886
Paralegals	1,914	72	2.8%	\$48,796
Licensed Practical and licensed Vocational Nurses	2,671	109	2.1%	\$44,720
Supervisor of Landscaping & Groundskeepers	2,480	95	3.2%	\$44,137

Occupations Requiring Moderate to Long-Term Training	2008 Employment	Average Annual Openings 2006 - 2016	Average Annual Growth Rate 2006 - 2016	Average Annual Wages
Carpenters	29,798	1,814	4.2%	\$46,550
Restaurant Cooks	16,124	1,048	3.4%	\$27,435
Bookkeeping, Accounting and Auditing Clerks	19,373	787	2.2%	\$33,009
General Maintenance and Repair Workers	14,304	718	3.0%	\$39,395
Sales Rep Wholesale, Manufacturing	10,912	802	3.9%	\$60,881
Executive Secretaries and Administrative Assistants	8,651	392	2.6%	\$40,227
Construction Laborers	13,979	579	2.7%	\$34,860
Electricians	9,461	485	3.1%	\$56,680
Plumbers, Pipe fitters and Steamfitters	6,679	383	3.3%	\$52,998
Painters (Construction and Maintenance)	7,596	431	4.7%	\$39,956
Medical Assistants	3,757	241	4.3%	\$31,033
HVAC&R Mechanics and Installers	2,923	157	4.5%	\$45,760
Cement Masons and Concrete Finishers	6,505	393	3.8%	\$45,822
Welders Cutters Solderers and Brazers	2,033	131	3.5%	\$40,983
Telecommunication Line Installers and Repairers	2263	105	2.5%	\$48,006

Occupations Requiring Short-Term On-the-Job Training	2008 Employment	Average Annual Openings 2006 - 2016	Average Annual Growth Rate 2006 - 2016	Average Annual Wages
Retail Salespersons	41,309	3039	3.7%	\$25,334
General Office Clerks	23,308	964	1.9%	\$27,331
Receptionists and Information Clerks	12,212	652	2.8%	\$26,062
Bill and Account Collectors	4,935	257	3.2%	\$33,051
Hotel, Motel, and Resort Desk Clerks	4,581	356	3.3%	\$26,499
Carpenter Helpers	3,431	277	3.9%	\$27,934
Home Health Aides	5,118	217	4.2%	\$22,464
Industrial Truck Operators	3,979	166	3.3%	\$31,345

APPENDIX D

Special Populations

Special Populations

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 defines several special populations groups. The members of these groups are to be held to the same state-adjusted levels of performance as other students and must be assured equal access and nondiscrimination. All local educational agencies that receive funds under this Act must identify strategies that will be utilized to ensure access and full participation in occupational programs that lead to high-wage, high-skill, or high-demand careers.

The Nevada Department of Education has identified barriers that are frequently encountered by each of the special populations groups. Suggested strategies are also identified for use of local agencies in developing their plans for serving such groups. The identified strategies are recommendations only and should not be construed to limit, in any way, other strategies that may be helpful in a given agency.

Special Populations Group	Anticipated Barriers	Recommended Strategies
Individuals with Disabilities	<ol style="list-style-type: none"> 1) Physical access or space requirements 2) Physical impairments such as hearing/sight/movement/speech 3) Emotional appropriateness 4) Social appropriateness and acceptance 5) Safety concerns 6) Limited perceptions of occupational choices and opportunities 7) Low expectations by teachers or other professionals 8) Slower or different cognitive functioning 	<ol style="list-style-type: none"> 1) Modifications, compliance with ADA, special equipment, special transportation 2) Modified curriculum, special adaptive equipment 3) Classroom aides or volunteers Awareness and sensitivity training 4) Classroom aides or volunteers Behavioral management and training Awareness and sensitivity training 5) Classroom aides or volunteers 6) Use of role models and career guidance activities, teacher and counselor training, parent awareness 7) Professional development 8) Extended time for learning, varied teaching methodology, flexibility

Special Populations Group (continued)	Anticipated Barriers (continued)	Recommended Strategies (continued)
Individuals from Economically Disadvantaged Families or Foster Children	<ol style="list-style-type: none"> 1) Financial constraints for additional fees, transportation, supplies, child care, etc. 2) Different values and experiences based on limited financial resources which negatively impact school-appropriate behavior 3) Limited exposure to or experience with developmental activities necessary for occupational program 4) Lack of appropriate parental role models 5) Need to work to provide financial support 	<ol style="list-style-type: none"> 1) Provision for scholarships or subsidized aid, transportation vouchers, child care assistance 2) Teacher training in strategies for economically disadvantaged students 3) Preparatory programs to remediate deficiencies; provide access to computer labs and internet resources 4) Provide mentors and/or role models 5) Paid internships
Individuals Preparing for Nontraditional Training and Employment	<ol style="list-style-type: none"> 1) Attitudes of family, friends, and educational personnel 2) Fear of sexual harassment 3) Lack of background necessary for nontraditional areas 4) Hostile learning and working environments 	<ol style="list-style-type: none"> 1) Training for educators in creating inclusive and inviting environments, information to family and significant others 2) Training in coping skills and reporting procedures, training for educators and job sites regarding legal issues of sexual harassment 3) Special preparatory classes in areas such as spatial relations, physical strength training, technology and tools 4) Training for educators and work-site personnel in specific strategies, policies to promote fairness and equity for students, use of curriculum materials that incorporate nontraditional role models and examples, provide support groups, nontraditional mentors and role models

Special Populations Group (continued)	Anticipated Barriers (continued)	Recommended Strategies (continued)
Single Parents Including Single Pregnant Women	<ul style="list-style-type: none"> 1) Attendance difficulties 2) Need to work to earn money 3) Deficits in background learning or readiness for occupational programs 4) Domestic violence and legal problems 5) Child care, transportation, prenatal needs, clothing 6) Low expectations and negative social reactions 	<ul style="list-style-type: none"> 1) Policies that provide flexibility 2) Paid internships or work experience 3) Preparatory programs to remediate deficiencies 4) Support services; referral to community agencies 5) Provide child care services or vouchers, referral to community agencies for services 6) Teacher/counselor training, role models and mentors
Displaced Homemakers	<ul style="list-style-type: none"> 1) Lack of confidence regarding abilities in education or work world 2) Need to work to earn money while in school 3) Deficits in background learning or readiness for occupational programs 4) Domestic violence and legal problems 5) Balancing work, school, and family issues: child care, transportation, clothing 	<ul style="list-style-type: none"> 1) Services, role models, mentoring, special preparatory classes, career exploration, support groups 2) Paid internships or work experience, assistance qualifying for financial aid, work-study programs 3) Preparatory programs to remediate deficiencies 4) Support services; referral to community agencies 5) Provide child care services or vouchers, referral to community agencies for services

Special Populations Group (continued)	Anticipated Barriers (continued)	Recommended Strategies (continued)
Students With Other Barriers to Learning Including Limited English Proficiency	<ol style="list-style-type: none"> 1) Language comprehension and verbal expression 2) Difference in cultural/social background results in misunderstanding of school climate, expectations, and interactions 3) Lack of sufficient academic background 4) Low expectations and lack of awareness of options and opportunities 	<ol style="list-style-type: none"> 1) Special classes, tutoring, translation services, curriculum modification 2) Teacher training in cultural issues, sensitivity, and varied teaching methodologies 3) Special classes, remediation, tutoring 4) Teacher/counselor training, role models and mentors, career exploration activities, work-based learning

**THE OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION
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DATE: April 9, 2010

TO: Secondary and Postsecondary Accountability Personnel

FROM: Garry Wyatt and Deborah Wells

SUBJECT: Updated Table of Non-Traditional Subject Areas

The following is an updated table of secondary and postsecondary Classifications of Instructional Programs (CIP) assignments for programs leading to non-traditional training and employment.

Subject Area	CIP Code	Course Prefix	Nontraditional
<i>Agriculture Business/Economics Mgmt</i>	<i>01.0101</i>	<i>AGR</i>	<i>Female</i>
Agriculture Mechanizations, Gen	01.02	AG, RWF	Female
<i>Agriculture Production Operations, Gen</i>	<i>01.0301</i>	<i>AGR</i>	<i>Female</i>
Ornamental Horticulture Greenhouse Operator/Management Landscaping Operator/Management Horticulture Technology	01.06	OH	Female
<i>Agriculture Turf/Turf Grass Mgmt</i>	<i>01.0607</i>		<i>Female</i>
<i>Animal Health</i>	<i>01.0903</i>	<i>ASC, AH</i>	<i>Female</i>
Nat Resources/Law Enforcement/Protective Serv.	03.02	ERS, ENV, ERT, ESH, ENS	Female
<i>Forest Technology/Technician</i>	<i>03.0511</i>		<i>Female</i>
Architecture Architecture – Building Science Architecture Design	04.02	AAD, AAE	Female
Architecture – Urban Planning	04.03	AAP	Female
Architecture – Environmental Design	04.04	AAD, AAE	Female
Architecture – Interior Design	04.05	AAI	Female
Architecture – Landscape Design	04.06	AAL	Female
Photojournalism	09.0404	JOUR, COM	Female
Radio/Television/Broadcasting	09.0701	COM	Female
Communications Technologies/Technician	10.01	COM	Female
Radio/Television Broadcasting Technology/Tech	10.02	COM	Female
Prepress/Desktop Publishing/Digital Image Design	10.0303	COM	Male
Graphic/Printing Equip.Op., Gen. Production	10.0305	COM	Female
Graphics Communications Other	10.0399	COM	Female

Computer/Information Sciences/Support Serv.	11.02 (except 11.0202 & 11.0203)	CIT, CIS, CS, CSC, CA	Female
Data Processing/Data Processing Techn/Tech	11.0301		Female
Information Science/Studies	11.0401		Female
Computer Systems Analysis/Analyst	11.0501		Female
Data Entry/Microcomputer Applications	11.0600		Male
Data Entry/Microcomputer Applications	11.0601		Male
Word Processing	11.0602		Male
Computer Science I	11.0700		Female
Computer Science	11.0701		Female
Computer/info Sci./Support Serv.	11.0800		Female
Comp. Systems Networking/Telecommunications	11.0901		Female
A+Network A+	11.1001		Female
System, Network, Lan/Wan Manag.	11.1002		Female
Computer/Information Techn. Serv. Admin/Manag.	11.1099		Female
Comp./Information Sciences/Support Serv., Other	11.9999		Female
Personal/Culinary Services	12.0000		Female
Cosmetology/Cosmetologist	12.04	COS, MSG, REF	Male
Introduction to Culinary Arts	12.0500		Female
Culinary Arts/Chef Training	12.0503		Female
Food Prep/Prof Cook/Assistant	12.0505		Female
Personal/Culinary Services, Other	12.9999		Female
<i>Special Education, General</i>	<i>13.10</i>		<i>Male</i>
Elementary Education/Teaching	13.1202	ICE	Male
Jr. Hi./Intermediate/Middle School Education	13.1203		Male
Early Childhood Education/Teaching	13.1210	ECE	Male
Teacher Assistant/Aide	13.1501		Male
Teaching Assistant/Aides, Other	13.1599		Male
Engineering	14.	BME, CHE, CE, CEG, CEM, CMPE, ECG, EE, EEG, EGG, ENGR	Female
Engineering Technologies/Technicians	15. (Except 15.0405, 15.0701, 15.1199 & 15.1203)	ET, OSH, EIT, ME, SOL, EIM, GIS, MET	Female
Family Resource Management Studies, Gen.	19.0401		Male
Consumer Services/Advocacy	19.0403		Male
Foods/Nutrition/Related Services	19.0500		Male

Foods, Nutrition, & Wellness Studies, General	19.0501		Male
Human Nutrition	19.0504		Male
Foodservice Systems Administration/Management	19.0505		Male
Foods/Nutrition/Related Services, Other	19.0599		Male
Home Furnishings/Equipment Installers	19.0605	HEC	Female
Child Development	19.0706		Male
Family/Community Services	19.0707		Male
Child Care & Support Services Management	19.0708		Male
Child Care Provider/Assistant	19.0709	HFS, HMS, CD	Male
Human Dev./Family Studies/Related Serv., Other	19.0799		Male
Apparel/Textiles, Gen.	19.0901		Male
Apparel/Textile Manufacture	19.0902	HEC	Male
Technology Education/Industrial Arts	21.0101		Female
Legal Administrative Assistant/Secretary	22.0301		Male
Legal Assistant/Paralegal	22.0302		Male
Court Reporting/Court Reporter	22.0303		Male
<i>Bioinformatics</i>	<i>26.1103</i>		<i>Female</i>
Security/Protective Services/Fire Protection	43. (Except 43.0106)	CJ, CRJ, FS, WF, CEMG	Female
Cartography	45.0702		Female
Construction Trades	46.	BRL, BI, BIC, CPT, CONS, ELEC, ELM, FLCV, PTD, PPF, TLS, ABS, APP, BT, CT, CTC, CTO, OPE, OPME, PLCM	Female
Mechanics/Repairer Technologies/Technicians	47.	AERO, AV, AUTO, ATEC, DM, DTEC, ECT, AC, RS, RAC, IMSA, IMT, IT MT, TA	Female
Precision Production	48.	ADT, CADD, DFT, IRW, MTT, MTTA, CSVW, SMTL, MTL, WOOD	Female
Transportation/Materials Moving/Heavy Equip. Operator	49.	OE, TMST	Female
Graphic Design	50.0409		Female
Cinematography and Film/Video Productions	50.0602		Female
Dental Assisting/Assistant	51.0601		Male

Dental Hygiene/Hygienist	51.0602		Male
Medical Office Management/Administration	51.0705		Male
Health Information/Medical Records Techn/Tech.	51.0707		Male
<i>Medical Transcriptionist</i>	<i>51.0708</i>		<i>Male</i>
Medical Office Assistant/Specialist	51.0710		Male
<i>Medical/Health Mgmt/Clinical Asst./Specialist</i>	<i>51.0711</i>		<i>Male</i>
<i>Medical Reception/Receptionist</i>	<i>51.0712</i>		<i>Male</i>
<i>Medical Insurance Coding Specialist</i>	<i>51.0713</i>		<i>Male</i>
<i>Medical Insurance and Medical Billing</i>	<i>51.0714</i>		<i>Male</i>
Medical Administrative/Exec. Assistant/Med. Sec.	51.0716		Male
Health/Medical Administrative Services, Other	51.0799		Male
Medical/Clinical Assistant	51.0801		Male
Occupational Therapist Assistant	51.0803		Male
Pharmacy Technician	51.0805		Male
Physical Therapy Assistant	51.0806		Male
Veterinary/Animal Health Technology/Technician	51.0808	<i>Agriculture program area</i>	Male
<i>Respiratory Therapy Technician/Assistant</i>	<i>51.0812</i>		<i>Male</i>
Health/Medical Assisting Services, Other	51.0899		Male
<i>Emergency Medical Technology/Tech. (EMT)</i>	<i>51.0904</i>		<i>Female</i>
Med. Radiologic Techn. Sci. – Radiation Therapist	51.0907		Male
Surgical Tech	51.0909		Male
Blood Bank Techn. Specialist	51.1001		Male
Clinical/Medical Laboratory Techn.	51.1004		Male
Substance Abuse/Addiction Counseling	51.1501		Male
Psychiatric/Mental Health Services Techn	51.1502		Male
Health Professions/Related Clinical Sciences and Nursing	51.16	NUR, NURS, PN	Male
Optometric Technician/Assistant	51.1802		Male
Ophthalmic Technician/Technologist	51.1803		Male
Ophthalmic/Optometric Support Serv./Allied Prof.	51.1899		Male
Occupational Therapy/Therapist	51.2306		Male
<i>Health Aide</i>	<i>51.2601</i>		<i>Male</i>
Dietetics/Dietician	51.3101		Male
Clinical Nutrition/Nutritionist	51.3102		Male
Dietician and Clinical Nutrition Services, Other	51.3199		Male
Massage Therapy/Therapeutic Massage	51.35		Male
Business/Commerce, Gen.	52.0101		Female
Business Admin./Mgmt., Gen.	52.0102		Female
Business Administration/Management, Gen.	52.0201	BADM, MBA	Female
Accounting Technology/Technician & Bookkeeping	52.0302		Male
Business Operations Support/Assistant Services	52.0400		Male
Admin. Assistant/Secretarial Sci., Gen.	52.0401		Male
Administrative Assistant & Secretarial Science	52.0402		Male

Receptionist	52.0406		Male
Business/Office Automation/Techn/Data Entry	52.0407		Male
General Office Occupations & Clerical Services	52.0408		Male
Bus. Operations Support/Secretary Serv., Other	52.0499		Male
Banking & Financial Support Services	52.0803		Male
Retailing & Retail Operations	52.1803		Male
Selling Skills & Sales Operations	52.1804		Female
Tourism & Travel Services Marketing Operations	52.1905		Male

CIP (Classification of Instructional Programs)